

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PM-2107**

**For:** FAS and FSA National Office Employees

**1999 and 2000 Excellence in Government Fellows Program (Fellows Program)**

**Approved by:** Acting Deputy Administrator, Management

*David C. Hall*

**1 Overview**

**A**

**Purpose**

This notice announces that HRD, Training and Development Branch (TDB) is accepting nominations for the Fellows Program, which is sponsored by the Council for Excellence in Government (CEG).

**B**

**Program  
Overview**

The Fellows Program:

- is a 1-year program
- is a leadership development opportunity for mid-career Government managers
- challenges participants to build fast-moving, customer-focused, results-oriented organizations
- allows participants to continue to perform their job duties and attend monthly meetings, leadership workshops, and site visits to major corporations and Government agencies.

Tuition for the Fellows Program is \$6,500 and the total travel costs will not exceed \$2,000.

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**Disposal Date**

August 1, 1999

**Distribution**

FAS and FSA National Office employees

## Notice PM-2107

### 1 Overview (Continued)

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#### C

##### Contact

If there are questions about this notice, contact Arlene Bailey, HRD, TDB at 202-418-9043 or TDD at 202-418-9107.

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#### D

##### Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Arlene Bailey at 202-418-9043 or TDD at 202-418-9017 by **April 12, 1999**.

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### 2 Nomination Process

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#### A

##### Nominee

##### Prerequisites

CEG has established the following prerequisites for accepting applicants:

- GS-13 and above or the equivalent grade level
  - committed to improving the performance of Government
  - viewed as current and future leaders of their agencies
  - willing to explore new ways of working to achieve results
  - demonstrated high achievement and leadership potential
  - committed to personal and professional growth.
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#### B

##### Nomination

##### Packages

Eligible employees may apply for the Fellows Program by submitting a nomination package containing the following:

- completed Fellows application and the Nominator's Statement which must be completed by a member of the Senior Executive Service/Senior Foreign Service who has personal knowledge of the candidate's abilities

**Note:** Applications are available from either of the following sources:

- outside of room 3095-South building
  - training contact (FSA).
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## 2 Nomination Process (Continued)

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### B

#### Nomination Packages (Continued)

- written statement of up to 2 pages addressing how this training will improve performance in current and expected job assignments

**Note:** When completing the written statement, the following abilities or competencies should be emphasized:

- oral, written, and interpersonal communication
  - leadership
  - initiative
  - technical competence.
- list of all formal training courses taken in the last 5 years
  - memorandum from the supervisor offering concurrence of applicant's participation in the Fellows Program.

**Note:** No training form is required at this time.

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### C

#### Where to Send Nomination Packages

Send the original and 6 copies of the completed nomination package to:

ARLENE BAILEY  
USDA FSA HRD TDB  
STOP 0574  
1400 INDEPENDENCE AVENUE SW  
WASHINGTON DC 20250-0574

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### D

#### Deadline

All nomination packages must be received in HRD, TDB by **COB, Monday, April 12, 1999**. Nominations received after that date will not be considered.

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## 2 Nomination Process (Continued)

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### E

#### Participant Selection

Participants will be selected as follows.

- Panels will review and rank employee nominations using Agencywide criteria. Candidates will be considered without discrimination for any nonmerit reason, such as race, color, religion, sex, national origin, age, marital status, or disability.
  - The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.
  - FAS and FSA Partnership Council-related work shall be viewed as administrative duty, and shall be subject to evaluation by the panel.
  - The Administrator or designee selects final participants based on panel rankings.
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### F

#### Panel Membership

HRD, TDB will facilitate panels. The panels will consist of:

- 3 voting Agency employees
  - 1 nonvoting HRD, TDB representative
  - 1 nonvoting EEO representative
  - 1 nonvoting Union representative.
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### G

#### CEG Notification

Final selections will be made by CEG, and notifications will be sent by July 15, 1999.

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